

**BUSINESS OFFICE, 4725 MOFFETT ROAD, MOBILE, ALABAMA
APRIL 2, 2018**

The Board of Water and Sewer Commissioners of the City of Mobile met this Monday in their regular session at 2:00 p.m. at MAWSS' Park Forest Plaza.

PRESENT:

Ms. Barbara Drummond, Chair	Ms. Jackie McConaha, Attorney for the Board
Mr. Kenneth W. Nichols, Secretary-Treasurer	Mr. Charles E. Hyland, Jr., Director
Mr. Maynard V. Odom, Commissioner	Mr. Bud McCrory, Assistant Director
Ms. Sheri N. Weber, Commissioner	
Mr. Walter A. Bell, Commissioner	

ABSENT:

Mr. Samuel L. Jones, Vice Chair	Mr. Douglas L. Cote, Assistant Director
Dr. James E. Laier, Commissioner	

Chair Drummond called the meeting to order and Commissioner Nichols gave the invocation. The **Finance Report** was given earlier in the Discussion meeting.

Committee Reports was next and Commissioner Bell said the **Finance Committee** met on Wednesday, March 28. The Committee reviewed the 3rd and 4th quarter investment reports as presented by Comptroller Dedra Cassidey. The reports showed interest earned of \$239,955. We think we will do better this year with that. There was a discussion on reinvesting of the funds that MAWSS has and it was decided to invest them in short term instruments at this time, until the Committee gets a chance to look at the Investment Policy and maybe come up with some new concepts for it. The Committee also had a discussion about late fees, as Mr. Hyland covered in the Discussion meeting. We want to make sure the actual cost of what we are doing is being recouped by MAWSS going forward. We also reviewed the Summer Employment Program and looked at what is the cost per hour being paid to the students. The cost has been \$9.06 an hour for the last few years but we recommend raising that to \$9.75 per hour for the 10 week, 40 hours per week program. We also reviewed certain changes that we're going to make to the format in terms of Financial Report for clarity. He asked if there were any questions. Chair Drummond asked if a motion is needed for the increase for the summer workers and Mr. Hyland said that would be good. Commissioner Bell moved to increase hourly rate for the Summer Employment Program to \$9.75 per hour. Commissioner Odom seconded and the motion then carried with the unanimous vote of the Board.

Visitors was next Chair Drummond said we have several but no one has requested to speak. The **Minutes of March 5, 2018** were presented for approval and Commissioner Odom moved for approval. Commissioner Nichols seconded and the motion then carried with the unanimous vote of the Board.

Bids and Purchasing was next and Item A was presented by Mr. McCrory as follows:

IFB 18-006 MAWSS Pipe Storage Yard (4 bids) Value - \$59,976
Low responsive bidder: Chris Brewer Contracting

Commissioner Odom moved for approval and Commissioner Nichols seconded. The motion then carried with the unanimous vote of the Board.

Item B is entered here:

State Contract T106 Purchase of Fleet Tires Value - \$72,850
State Contract providers: McGriff Tires & Goodyear Commercial Tires

Commissioner Nichols moved for approval and Commissioner Bell seconded. The motion then carried with the unanimous vote of the Board.

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Item C was:

Professional Service – KUBRA Interface Development Value - \$37,125
Professional Service Provider: KUBRA

Mr. McCrory said this is part of the AMI Project, the Customer portal. There will be a single sign on so when a customer signs on to current website to pay their bill through KUBRA, their sign on credentials are the same. Commissioner Odom moved for approval and Commissioner Bell seconded. Chair Drummond asked if this is just to make it easier for the customer. Mr. McCrory said yes; it makes it so separate sign-on credentials aren't needed for both the Customer portal and KUBRA. The motion then carried with the unanimous vote of the Board.

Item D was:

Sole Source Purchase of a Parker TTHM Analyzer Value - \$42,048.25
Sole Source Provider: Parker Hannifin Corporation

Commissioner Odom moved for approval and Commissioner Bell seconded. Chair Drummond asked if Legal has signed off on the sole source. Mr. McCrory said yes and the motion then carried with the unanimous vote of the Board.

Legal was next. Attorney McConaha said a short **Executive Session** is needed to discuss litigation related matters, perhaps 5-10 minutes.

There were no items of **Unfinished Business**. **New Business** was next with **Driven Engineering 17049, Robert E. Lee Street Water and Sewer Main Replacement**, with tabulation of the March 5, 2018 bids and recommendation to award to the low bidder, Construction Labor Services, for \$468,680.14. Commissioner Odom moved for approval and Commissioner Nichols seconded. The motion then carried with the unanimous vote of the Board.

Item B was **Standard Specifications, Section 8, Prosecution and Progress, Section 8.01, Subletting or Assigning of Contract: Subcontractors**. Water & Sewer Engineering Manager Daryl Russell said this was presented to the Board in February and involves subletting or assigning of contracts. The purpose of the proposed revisions was to provide additional details and guidance concerning the rights, roles, and responsibilities for the contractor in subletting or assigning work to the subcontractors. A recap of the changes is included in the agenda package. Under the Subcontractors portion, verbiage was added to clarify the existing requirement that subcontractors must be approved by the Board. Also, verbiage was added to clarify the Board's right to decline use of a subcontractor. Language was also added to explain the contractors will be given the opportunity to submit a revised subcontracting plan should the Board chose not to allow the use of a particular subcontractor or he can withdraw this bid. This does not mean the Subcontracting Plan can be changed by contractor because he fails to meet Supplier Diversity Program requirements. Also, we changed the verbiage that reaffirms the contractor's responsibilities for the project. Since the February Board meeting, this was advertised for 30 days and we received no comments. Today, staff is presenting this to the Board for approval. Commissioner Weber moved for approval and Commissioner Bell seconded. The motion then carried with the unanimous vote of the Board.

Item C was **HR14-01 Summer Employment Program**. Mr. Hyland said **Human Resources Officer Sharon King** reviewed the Program in today's pre-meeting and staff recommends approval of the changes as presented. Commissioner Bell moved for approval and Commissioner Odom seconded. The motion then carried with the unanimous vote of the Board.

Items presented to the Board for **Information Only** were:

- A. **V644114, Task 3, SRF Water Meter Replacement Installation**, with tabulation of the March 5, 2018 bids and recommendation to award to the lowest responsive bidder, Vanguard Utility Service, Inc., for \$914,150. (Confirmation of Director's award)

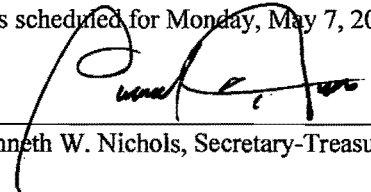
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- B. **Professional Service – Sensus Single Sign-on for AMI** Value - \$20,000
Professional Service Provider: Core & Main
- C. **Professional Service – Discharge Information Zone (DIZ) Outfall Survey** Value - \$43,128
Professional Service Provider: Barry A. Vittor & Associates, Inc.
- D. **State Contract CDW-G Purchase of VmWare** Value - \$15,323.04
State of Alabama Master Agreement Provider: CDW-G
- E. **Ext. 1 MAWSS 17001 Annual Contract – Easement Tree Maintenance** Value - \$69,000
Contract Extension Period: 5/1/18 – 4/30/19
Current Contract Holder: Construction Labor Services
- F. **Ext. 2 Annual Contract MAWSS 16011 – Chlorine** Value - \$237,000
Contract Extension Period: 5/1/18 – 4/30/19
Current Contract Holder: DPC
- G. **AL17028, Hillcrest Shopping Center Sewer Replacement**, with underrun Change Order #1 (Final) in the amount of \$88 (.09932% of original \$88,597 contract) resulting in a revised \$88,509 contract. Change revises contract quantities to as-built conditions.
- H. **AL17072, Lansdowne Circle Emergency Sewer Repair**, with underrun Change Order #1 (Final) in the amount of \$3,905 (4.93% of original \$75,200 contract) resulting in a revised \$75,295 contract. Change revises contract quantities to as-built conditions.
- I. **Driven 16084, Macy Place Water & Sewer Services Replacement**, with underrun Change Order #2 (Final) in the amount of \$5,508 (1.20% of original \$260,195 contract) resulting in a revised \$257,083 contract. Change covers addition of 10 days to contract time and adjustment of contract quantities.
- J. **GMC CMOB150016, Water Main Relocation & Sanitary Sewer Rehabilitation**, with underrun Change Order #1 (Final) in the amount of \$595,592.60 (34% of original \$1,768,680 contract) resulting in a revised \$1,173,087.40 contract. Change adds 12 days to the contract time and revises contract quantities to as-built conditions.
- K. **MM367360, Virginia Street Lift Station Screen**, with underrun Change Order #1 (Final) in the amount of \$11,134.52 (1.44% of original \$773,900 contract) resulting in a revised \$762,765.48 contract. Change covers SSO penalty, lower monorail removal from the contract, and adds 19 days to the contract time.
- L. **M5712-2545, Access Roads Annual Contract 2015, Construction & Sewer Easement Maintenance**, with underrun Change Order #1 (Final) in the amount of \$116,849.20 (3.40% of \$3,438,888 contract amount) resulting in a revised \$3,322,038.80 contract.
- M. **Sensitive Positions**
- N. **McCrary & Williams Project Status Report – February 2018**
- O. **Mott MacDonald Project Status Report – February 2018**
- P. **In-Kind & Contributions Request**
1. The Learning Tree’s “A Night at the Races”
- Q. **Disclosure of Real Property Purchase**
1. Mobile County Key 01415418

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Mr. Hyland said the on-site Health facility is moving along very well. On Wednesday, April 11, there will be an Open House from 8:30-4:30, if any of the Board members would like to come by. It will become operational on April 12. We are excited about this and we already have 60+ appointments made by employees. Mr. Hyland said he appreciates the work Mr. McCrory and his team have done. There being no further business to come before the Board, at 2:23 p.m., Commissioner Odom moved to adjourn and reconvene in **Executive Session**. Commissioner Bell seconded and the motion then carried with the unanimous vote of the Board.

At 2:50 p.m., the meeting reconvened with all members present. Commissioner Odom moved to accept the attorney's recommendation as presented in Executive Session. Commissioner Bell seconded and the motion then carried with the unanimous vote of the Board. There being no further business to come before the Board, Commissioner Odom moved to adjourn and Commissioner Nichols seconded. The motion then carried with the unanimous vote of the Board. The next regular meeting is scheduled for Monday, May 7, 2018 at 2 p.m.



Kenneth W. Nichols, Secretary-Treasurer